

## **12.0 FACULTY/STUDENT INTERACTION**

### **12.1 Class Attendance**

Attendance at all class sessions is a requirement of this institution; however, certain bona fide emergencies may preclude attendance at some class sessions. Class cuts are treated as follows:

A student who misses a number of class hours in excess of the number of credit hours for a course (e.g., greater than five hours for a five-hour course) without presenting an acceptable excuse, the student will have his or her grade for the course reduced by one letter grade. A student who misses a number of class hours equivalent to one and one-half times the number of credit hours for the course (e.g. 7.5 hours for a five-hour course) will receive a grade of “F” in the course regardless of excuse.

Students who are absent from class must make up the missed material prior to the next regular class. No cuts may be made up. This includes labs.

Acceptable Excuses: Acceptable excuses include death of family member, personal sickness, and imminent death of immediate family member.

Excuses for class cuts due to health must be signed and documented with letterhead, address, and phone number of the licensed health-care provider, and must contain the following statement: “The patient was confined to his house or admitted to the hospital from (time) on (date) through (time) on (date) for sickness or injury.” Confinement is defined as the inability to leave the house except to obtain health care or engage in prescribed activities, which are primarily therapeutic and not social, recreational, business or educational in nature.

Excuses for class cuts due to death of an immediate family member must be signed and documented with letterhead, address and telephone number of clergyman or with obituary.

Such documentation **MUST** be presented to the instructor(s) within the first week upon return to class(es), with an information copy furnished to the Dean of the respective college. Failure to do this within the specified time will result in the student’s absence being charged as an unexcused absence and may result in the assignment of a failing grade for overcutting.

Appeals Process: Students may appeal the action of an instructor regarding overcuts to the Division Chair / Department Head of the instructor concerned. The decision of the Department Head/Division Chair will be final and no further appeal will be considered.

All exams must be taken as scheduled unless **PRIOR** approval is granted or unless certain bona fide emergencies arise. The acceptable excuses listed above for cuts are the only acceptable excuses for make-up exams. All exams, course work, papers, etc. must be completed prior to taking the final exam. It is the responsibility of the student requesting the make-up exam to contact the instructor within the first week upon return to class(es) to request arrangements for testing.

For safety of the individual student and others, students will not be permitted into laboratories after the instructor begins his briefing of that day's laboratory methodologies.

**12.2 Life University Policy for Student Absences for College/School-Sanctioned Events**

This policy does not replace the established, standard, University absenteeism policy. It is an addition to the established policy.

- A. Any student enrolled in any program of study at Life University may be officially excused from class(es) to represent the University at athletic events as a competitor or as a support person (cheerleader, mascot, etc.) or at any other University sanctioned event identified by the President.
- B. Excuses for absenteeism for these University sanctioned events may be granted by the deans.
- C. Students excused for University sanctioned events must make arrangements with members of the faculty to make up lecture and lab hours missed. This is to be documented by the faculty and submitted to the appropriate Dean.
- D. Implementation of this policy places certain responsibilities upon all persons involved as follows:

The supervisor of the student or group participating in the extracurricular activity shall send written request to the appropriate Dean at least two weeks (if possible) in advance of the absence. This request should include the name of the event, the date of the event, all travel schedules, and names of all students involved.

The Athletic Department should send schedules of athletic events to the Deans prior to the beginning of each quarter. A list of the names of all team members should be sent along with the schedules and kept current throughout the quarter.

Each student's supervisor must notify the appropriate persons of any changes in the schedules as soon as changes are known.

Faculty members shall allow students to take tests and exams during the five (5) school days prior to the absence or within the five (5) school days following the absence. (The granting official may dictate when a final exam is taken.)

Also, instructors shall prepare similar tests and exams of the same format as those administered to the other students in the class.

Students shall notify each instructor that he or she is participating in a program that may create excused absences throughout the quarter.

Students must provide a schedule of these events at the beginning of the quarter to each instructor.

Students shall make up tests, exams, labs, and any other work five (5) school days before or within five (5) school days following the absence.

### **12.3 Academic Deficiencies**

University policy relating to academic deficiencies is stated in the current Life University Catalog.

### **12.4 Student Academic Obligations**

A student has an obligation to exhibit honesty and to respect the ethical standards of the chiropractic profession in carrying out his/her academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she:

- A. Refers to materials or sources or employs devices not authorized by the instructor during an academic evaluation.
- B. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
- C. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
- D. Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
- E. Acts as a substitute for another person in any academic evaluation process.
- F. Utilizes a substitute in any academic evaluation procedure.
- G. Practices any form of deceit in an academic evaluation proceeding.
- H. Depends on the aid of others in a manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
- I. Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing or publication of work to be submitted for academic credit or evaluation.

- J. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
- K. Submits the work of another person in a manner, which represents the work to be one's own.
- L. knowingly permits one's work to be submitted by another person without the instructor's authorization.
- M. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
- N. Indulges in conduct during a class (or examination session) which is so disruptive as to infringe upon the rights of the instructor or fellow students. Problems relating to classroom disruption will be handled immediately through the Office of the Provost.
- O. Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student.
- P. Violates the canons of ethics of the chiropractic profession.
- Q. Falsifies, alters, fabricates, or misuses Life University forms, documents, records, or identification cards.

## **12.5 Student Conduct**

Life University expects the highest levels of personal and academic conduct from its students.

While the great majority of students manifest a high degree of personal and professional integrity in their actions, a set of policies and procedures have been identified and published in the Student Handbook and the Life University Catalog to guide student activity and to inform students of University procedures in areas where disciplinary action is considered necessary with regard to either personal or academic conduct.

### **12.5.1 Personal Conduct**

All students are expected to present themselves in such a manner that they represent proper deportment in attitude, activity, appearance, and attire.

In cases of unprofessional or unbecoming individual conduct, the administration reserves the right to take appropriate action through the Student Judiciary Committee. Students are not permitted to smoke in any University buildings. Neither food nor beverages are allowed in classrooms. Firearms are not permitted on campus or in any University buildings at any time.

The possession, distribution or use of controlled substances is prohibited except as stipulated with reference to alcohol-and-drug-related policies stated within the Student Handbook.

## **12.6                      Disciplinary Actions**

Degrees of disciplinary action of the University include the following: reprimand, probation, suspension, dismissal and expulsion. **Reprimand** is an admonition given by the proper University official, according to the circumstances of the particular case. **Probation** is a trial period in which a student's conduct and academic progress is monitored. **Suspension** is separation from the university for a time not to exceed two academic quarters. **Dismissal** is separation from the university for three or more academic quarters. **Expulsion** is permanent separation from the University.

### **12.6.1                      Discipline**

Matters of an academic nature (i.e., grades, academic integrity, etc.) are reviewed by the faculty member, department head, division chairperson or Academic Review Committee. Decisions of the Academic Review Committee concerning academic integrity may be appealed to the appropriate Dean, whose decision is final. However, decisions of the Committee concerning grades are final and **may not** be appealed.

Matters of conduct, deportment, or attire are to be referred, in writing to the Director of Student Life requesting a hearing of the Student Judiciary Committee. Decisions of the Student Judiciary Committee may be appealed to the appropriate Dean, whose decision is final.

### **12.6.2                      Grades**

Any student challenging a grade or the procedure for determining that grade may request a review by the appropriate Division Chair / Department Head. If the matter cannot be resolved satisfactorily at that level, the student may request, in writing to the Provost a hearing of the Academic Review Committee. The committee will review the final grades based only on procedural issues. The committee will consider whether the instructor graded all the students the same for the final grade, based on the number or percentages of points offered. This committee does not make decisions about the correctness of test questions, projects or number of points given, as long as every student is graded the same. The decision of the committee is final.

### **12.6.3                      Academic Integrity: Inappropriate Test-Taking Behavior**

The unauthorized receiving or giving of information before, during, or after an examination is **misconduct**. Offenses may be simple, premeditated or conspiratorial instances. Simple instances involve only one person without prior preparation. Premeditated instances are evidenced by the preparation before the act to engage in inappropriate test-taking behavior. Conspiratorial instances involve two or more persons.

Any faculty member who observes such misconduct should refer the matter, in writing to the Provost requesting a hearing of the Academic Review Committee. The Provost may resolve the issue or refer it to the Academic Review Committee.

**12.6.4                      Conduct, Deportment, Attire**

- A.     A faculty member who observes minor infractions of conduct, deportment or attire in the classroom may admonish the student orally or in writing, whichever is deemed appropriate.

For a more severe form of improper conduct, deportment, or attire, a faculty member may refer the matter to the Division Chair / Department Head for appropriate action.

For verbal insults, threats, assaults, etc., the faculty member should immediately notify the Department of Public Safety and Security and then refer the matter, in writing to the Director of Student Life requesting a hearing of the Student Judiciary Committee.

- B.     A Division Chair / Department Head who has the matter referred to him/her by a faculty member or appealed to him/her by a student may take the following actions:

1.     They may accept the recommendations of the faculty member,
2.     They may modify those recommendations, or
3.     They may refer the matter to the immediate supervisor for appropriate action, which may include referring the matter, in writing to the Director of Student Life requesting a hearing of the Student Judiciary Committee.

- C.     A Division Chairperson who has the matter referred to him/her by a Department Head or has the matter appealed to him by a student may take the following actions:

1.     They may take any of the action listed for the Department Head in "B" above, or
2.     They may refer the matter, in writing to the Director of Student Life requesting a hearing of the Student Judiciary Committee.

## **12.7 Adjusting Without Proper Supervision**

Georgia law provides that all students who perform chiropractic tasks shall be under supervision as follows:

". . . Nothing in this Chapter shall be construed to prohibit the performance of any chiropractic task by a student enrolled in an approved chiropractic University when such student has successfully completed at least one academic year of schooling therein and when such task is performed under the supervision and direction of an authorized instructor duly licensed to practice chiropractic in this state." OFFICIAL CODE OF GEORGIA ANNOTATED Section 43-9-17

Performance of chiropractic adjustments, on-or-off campus, shall be done only under the supervision of a Doctor of Chiropractic licensed in Georgia who is also an authorized instructor at Life University.

Adjusting without proper supervision - Any faculty member who observes students performing chiropractic adjustments while not in a scheduled classroom or clinical setting and not under the supervision and direction of a Doctor of Chiropractic, licensed in Georgia and an authorized instructor at Life University should secure the names of the students involved, reduce all relevant data to writing, and deliver the letter to the Director of Clinics for appropriate action. Such prohibited activity may also lead to prosecution, litigation and or dismissal from school.

**The casual "observation" by a faculty member of a student engaging in chiropractic tasks when carried out in informal or social settings is not approved supervision or direction. Any faculty member who aids, abets or conducts such informal activity will be subject to disciplinary action, including termination.**

## **12.8 Suitability for Chiropractic**

Faculty members should evaluate chiropractic students' suitability for the practice of chiropractic in addition to the students' academic performance. This assessment is continuous for all chiropractic students enrolled in clinical internships and other related courses and includes, but is not limited to, the following considerations:

- A. concern for the welfare of patients,
- B. patient rights,
- C. responsibility to duty,
- D. trustworthiness and
- E. professional demeanor in the clinic and classroom.

Unsatisfactory evaluations for suitability for the practice of chiropractic may affect a student's status at Life University.

Faculty who believe that a student is not suitable for chiropractic should submit this evaluation to the Provost for appropriate action by the Academic Review Committee. This evaluation should include documentation of the events leading to that evaluation. Copies of the evaluation and of all related documents will be forwarded by the Office of the Provost to the student. If the documented event involves a serious offense, one may be permanently expelled from Life University regardless of academic record. Unsatisfactory evaluations for suitability for the practice of chiropractic of a less serious import may result in a letter of warning or probation.

### **12.9                      Involuntary Psychiatric Withdrawal Policy**

A student's continued enrollment at Life University is based upon satisfactory scholastic status and behavior, which comports with the law and with rules of conduct set forth in Life University's Student Handbook. If, in the opinion of the Director of the Student Success Center, a student engages or threatens to engage in behavior which (a) poses a significant danger of causing imminent physical harm to the student or to others, or (b) directly and substantially impedes the lawful activities of other members of the Life University campus community, the student may be referred to Life University's consulting psychiatrist for evaluation.

If Life University's consulting psychiatrist concludes, by clear and convincing evidence, that the conduct which resulted in the psychiatric referral was the result of a mental disorder, as defined by the current American Psychiatric Association Diagnostic Manual or its equivalent, the student may be subject to involuntary psychiatric withdrawal.

Life University's consulting psychiatrist will make a recommendation to the Provost based on the results of the psychiatric evaluation of the student. The decision of the Provost is final.

A student who does not complete the evaluation with Life University's consulting psychiatrist or cooperate with Life University's consulting psychiatrist in completing the evaluation may be withdrawn from university involuntarily in accordance with the psychiatric withdrawal policy, or be subjected to procedures for interim disciplinary action, including suspension or expulsion from Life University.

An interim psychiatric withdrawal may be implemented immediately if the Director of the Student Success Center determines that the student's behavior poses a significant danger of causing imminent physical harm to the student or to others, or of directly and substantially impeding the lawful activities of the members of the Life University campus community. A student withdrawn on an interim basis shall be given an opportunity to appear personally before the Provost or a designee within 36 hours of the effective date of the interim withdrawal, in order to discuss the following issues only:

- A.     The reliability of the information concerning the student's behavior; and

- B. Whether the student's behavior poses a significant danger of causing imminent physical harm to the student or others, or of directly or substantially impeding the lawful activities of other members of the Life University campus community.

A student's withdrawal pursuant to this policy shall not result in academic penalty for the term in which the student is enrolled and a tuition refund, if any, shall be based upon the schedule established for voluntary withdrawal. The Provost shall inform the student in writing of the effective date of the involuntary withdrawal, and shall explain in writing the procedure for application for readmission to Life University.

Application for readmission after withdrawal for psychiatric reasons will require an additional evaluation by Life University's consulting psychiatrist. Life University's consulting psychiatrist will make a recommendation regarding readmission to the Provost. Students seeking readmission may choose to submit a written report from a psychiatrist of their choosing at their own expense, which the Provost may also consider in determining whether a student should be readmitted.